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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: January 2, 2002

SUBJECT: SAFETY MEETING IDEAS – JANUARY 2002

Suggested issues to discuss during your next meeting are:

1. Do You Know Your Route to Escape?

If the fire alarm sounds, do you know what to do? Do you know where to evacuate? Do you know what to do once you are where you are supposed to be? Did you know that if you are conducting a meeting, you are responsible to take the meeting attendees with you?

To know where you are to evacuate to, refer to the Facility Safety Information on the web. From ARB Inside, click on "Administrative Services," then click on "Safety," and then click on "Facility Safety Information" and then click on your facility address. It contains the information on where to evacuate to. If you are in a building with more than one floor, be sure to know the location of all the stairwells on your floor.

Once you arrive at the evacuation site, you should report to your manager/supervisor or their assigned person so that they know you are okay. Your manager/supervisor will then report to the building/floor Emergency Coordinator. In an actual emergency, checking in becomes very important. Fire Fighters know whether they need to go rescue a person, their first priority, or begin trying to save property. You take the people, who are attending your meeting with you, because you are familiar with the evacuation route and the evacuation site. Don't leave them to fend for themselves.

2. More Air Bag Safety

According to the National Highway Transportation Safety Administration (NHTSA), the main source of risk caused by air bags is proximity; an air bag needs space to inflate. Move your seat rearward, and tilt your seat back. As a driver, you should

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ride at least 10 inches (measured from the center of the steering wheel to your breastbone) from the air bag cover if you can do this while maintaining full control of your vehicle. Passengers also need to sit at least 10 inches back from the air bag. Wear your seat belt, and remove any excess slack in the belt. Insist that children 12-years-old and younger ride in the back seat. Never put a rear-facing child restraint in front of an air bag.

The 10-inch distance is a general guideline that includes a safety margin. It was calculated by allowing 2-3 inches for the size of the "risk zone" just beyond the air bag cover, plus 5 inches for the distance occupants may move forward in a crash (even if belted) while the air bags are inflating, plus 2-3 more inches to give a margin of safety. Since air bag performance differs among vehicle models, drivers may wish to consult their vehicle manufacturer for additional advice on how far to get back from an air bag in a particular vehicle.

A tilt steering wheel should be tilted down so that the air bag will deploy toward the chest and not the head. Pregnant women should make sure the steering wheel is also tilted toward the chest, not the abdomen or the head.

For more information visit the NHTSA website at:
<http://www.nhtsa.dot.gov/people/injury/airbags/airbags.htm>

3. **Be Aware . . . Plan, Prepare**

Since the tragic events on September 11, 2001, people are taking safety more seriously. The Office of Emergency Services has created a new brochure to help us to be aware, to plan and to be prepared. The brochure can be found on their website at www.oes.ca.gov and I have attached it to this document. Please take a few minutes to read it.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.